

Director of Logistics
ATTN : Chief, Supply Division
Assistant Deputy Director of Security (PPS)

3 JAN 1961

Study of Personnel Requirements for Classified Waste Collection Detail

1. As a result of studies made of the Classified Waste Collection Detail, (See Attachment A and B), and agreements reached between the Office of Logistics and the Office of Security, the question concerning personnel requirements for the collection and destruction of classified waste was resolved.

2. In view of the Agency labor shortage, it was agreed that the minimum security requirements would be met if the classified waste detail was composed of the following:

- a. One (1) CIA Staff Employee -- Truck Driver
- b. One (1) CIA Staff Employee -- Laborer
- c. Two (2) GSA Laborers -- CIA Cleared

3. It was further understood that the CIA truck driver will assist in the bagging of classified waste and loading and unloading the truck. At no time will the GSA laborers be permitted to handle the trash unless a CIA laborer or CIA truck driver is present to supervise.

4. As soon as the labor situation has improved, it is requested that the two (2) GSA employees be replaced with CIA staff employees.

for [REDACTED] 25X1A

OS:PhySD/BSB/[REDACTED]/ph (X-2/31)

25X1A

Attachments: Two (2)
A and B as indicated

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